

# SAFETY POSTINGS ON OFFICIAL BULLETIN BOARDS

as of October, 2021



Commandant's Safety  
Action Campaign  
ALMAR, CMC



CG, MCICOM  
Safety Policy



CG, MCIEAST  
Mission and Safety



CO, MCLBA  
Safety Policy  
Signed by  
Col. Fitzgerald



CO, MCLBA  
VPP Policy  
Signed by  
Col. Fitzgerald



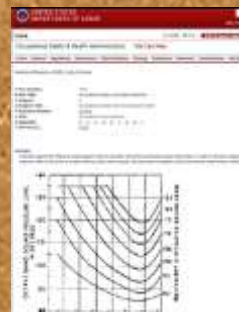
President, AFGE  
Union Support Letter  
Signed by  
Earl Schlegel



Department of Labor  
letter awarding MCLBA  
as VPP Star Site  
Signed by  
Dr. David Michaels  
(optional)



Job Safety and Health  
It's the law! OSHA  
poster (Legal Size)



Occupational Noise  
Exposure Standard  
(Only required where  
employees are  
exposed to  
hazardous noise)



CA-10, What a Federal  
Employee Should Do  
When Injured At Work  
Rev. Aug. 1987



MCLBA Form 11401  
Near Miss Report



OS&H Protection for  
Employees of MCLBA  
Signed by  
Col. Fitzgerald



OSHA 300A Log  
required to be posted  
from Feb. 1 through  
Apr. 30

R 111346Z MAY 18

ALMAR 018/18

MSGID:ENADMINOMC WASHINGTON DC OMCS (UCM)

SUBJ:COMMANDANT'S SAFETY ACTION CAMPAIGN

GENTEXT/REMARKS/1. Every week we lose Marines and Sailors to mishap-related injury or death. Nearly all of these mishaps are preventable. While we have made significant strides in reducing the severity and frequency of ground mishaps, aviation and off-duty mishaps continue to shatter the lives of far too many Marines, Sailors, and families. Over the past 30 months, 202 Marines and Sailors have died in mishaps – the majority (109) were killed while riding a motorcycle or driving a car. As the Sergeant Major and I talk to Marines and Sailors, it is clear that tragedies outside of your own or adjacent units are simply not visible. As a result, Marines are unaware of the full magnitude of these senseless losses. Marines take care of our own – this is one of our enduring principles enshrined in MCOF 1-0, and is an essential element of our mission to "Use the Title You've Earned" and "Lead Like You Want to Be Led."

2. This message kicks off the Commandant's Safety Action Campaign. I challenge all Marines to reduce the number of mishap fatalities 50 percent by the end of Fiscal Year 2018. This is a bold and aggressive goal that can only be achieved through a deliberate and continuous focus on actively identifying hazards and making balanced risk decisions through professional planning, briefing, execution, and debriefing of every mission – by leaders at every level, in every unit. This emphasis on risk management and a deliberate plan/brief/execute/debrief cycle must then be purposefully applied to our off-duty activities.

3. To support the Safety Action Campaign, OMC Safety Division will publish a monthly collection of safety observations, mishap trends, risk management best practices, and summaries of fatal and injury mishaps.

4. I task all Commanding Officers and Sergeants Major to:

a. Continuously assess the professionalism of your unit's daily operations – specifically how Marines and Sailors plan, brief, execute, and debrief all operations, no matter how routine. Safety is not a separate activity, but the byproduct of our collective professionalism in every aspect of our daily operations.

b. Empower your subordinate leaders:

(1) Embody and enforce professionalism in all aspects of on-duty and off-duty behavior.

(2) Communicate the lessons gleaned from our mishap losses found in the OMC Safety Division monthly to their subordinate Marines at least monthly. Include discussion of how risk management principles are applied to off-duty activities.

c. Empower every Marine, Sailor, and Civilian in your charge to identify and communicate hazards up and down the chain of command by reinforcing a professional safety culture that expects and encourages open and honest reporting of hazards, errors, and near-misses. Commanders and leaders must, through daily interactions, demonstrate the difference between errors that require coaching and willful violations that require correction. Our NCOs must be intimately involved in all actions to reduce mishaps.

5. Commanders of MARFORCOM, MARFORPAC, MARFORRES, MARFORSEC, and the Commanding Generals of TECOM and MCRC will deliver an in-progress review brief to the 30th Executive Force Preservation Board (EFPB) providing interim results, best practices, and barriers to success of the Safety Action Campaign. The 30th EFPB is tentatively scheduled for October 2018 and will be announced via SEPOOR.

6. Execute the plan. Robert B. Neller, General, U.S. Marine Corps, Commandant of the Marine Corps //

# **MCICOM SAFETY POLICY NOT CURRENTLY PUBLISHED**



## MARINE CORPS INSTALLATIONS EAST MISSION AND SAFETY POLICY STATEMENT



Our mission at Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is to Command and Control assigned Marine Corps Installations to enable the operating forces, tenant commands, military personnel, and their families. MCIEAST-MCB CAMLEJ also operates a training base that promotes the combat readiness of the operating forces and the mission of other tenant commands



by providing training venues, facilities, services, and support in order to be responsive to the needs of Marines, Sailors, and their families.

Due to our unique mission, we must continuously reinforce the importance of safety and operational risk management among all MCIEAST subordinate commands, staff, and supporting elements. The nature of the supporting establishment environment has the potential to breed complacency; however, our professional approach to the mission will mitigate that potential.

We view safety and risk management as byproducts of professionalism. As we continuously strive for personal and professional excellence, a natural effect will be increased awareness, sound judgment, the ability to predict consequences, and a bias to "do the right thing." Leadership is a key element in establishing the safety culture and all levels in the chain of command must stress safety and risk management to ensure it is incorporated into all aspects of our business - on and off-duty.

The Commandant has decreed that all Marines and Civilian Marines shall employ a range of tools to positively affect force preservation. Risk mitigation is one of the primary means available to eliminate injuries and the senseless loss of life, both on-duty and off. MCIEAST leaders will ensure risk mitigation is employed when accomplishing daily tasks and when those in their charge are planning off-duty activities. Furthermore, the safety programs implemented by MCIEAST-MCB CAMLEJ will aggressively pursue the reduction of incidents on and off-duty through the implementation of risk mitigation measures, comprehensive safety training and education, oversight by leaders, and accountability.

Lastly, every decision you make affects not only you, but your loved ones and fellow co-workers, as well. We need every Marine, service member, Civilian Marine, and contractor to be a safety officer, and to step-up and stop or correct any unsafe activity. If it doesn't look right, smell right, sound right, or feel right, chances are it's not right. Your diligence and proactive actions could save a life or prevent serious injury. Think, Decide, and Act - in that order.

  
ROBERT M. TELLER

Sergeant Major, U. S. Marine Corps



ANDREW M. NIEBEL  
Brigadier General, U. S. Marine Corps  
Commanding General

## COMMANDING OFFICER'S SAFETY POLICY

**Normalization of Deviation had become standard practice:** This is the lead line in both space shuttle accident investigations. By the mid-eighties NASA's culture had become focused on shuttle launches at the expense of human life by violating fundamental safety principles. Marine Corps Logistics Base Albany is a key location allowing our tenants to equip and sustain Marines and operations throughout the globe. Safety is critical to mission success. We cannot succeed unless we jealously guard our precious resources: our people, our equipment, and our facilities. That means we must include risk management as part of every task, process, and operation -both on duty and after-hours.



Marine Corps Logistics Base Albany exists to provide support services that enable our tenants to accomplish their mission to equip the Marine Warfighter. Safety is critical to mission success. We cannot succeed unless we jealously guard our precious resources: our people, our equipment, and our facilities. That means we must include risk management as part of every task, process, and operation - both on duty and after-hours. In my command, safety is equal in importance to production, schedule, and cost.


Mishap prevention is a shared responsibility between individuals and their leader. Creating a positive safety culture rests with my subordinate leadership and me. To achieve this culture, I expect the following from every member in this command:

- Be your brother's keeper. MCDP 1-0 makes it clear: *Marines (and Civilian Marines) Take Care of Their Own*
- Be courageous to set and enforce tough and sometimes unpopular standards.
- Hold each other accountable for violations of safety standards.
- Keep our work areas free of hazards through good housekeeping, thorough inspections, and reporting near misses.
- Control the threats to your safety and health: rushing, frustration, fatigue, distraction, and complacency.
- Do not accept or take shortcuts due to operating tempo. Follow the JHA for the task and the deliberate risk management process for non-routine operations.
- Use the safety resources provided by your leaders and pay attention during safety training so you can learn correct safety practices.

Private motor vehicle mishaps are the leading cause of death to Marines. Speeding distracted driving, driving fatigued, DUI, riding without motorcycle protective gear, and failing to wear seatbelts are rogue behaviors and indicate a lack of self-discipline. First-line Marine leaders will teach Marines the fundamentals of risk assessment and help them create a plan to eliminate the risk.

You are officially appointed as the safety officer for those around you. You are authorized to challenge, stop, or raise the issue to your supervisor or union representative whenever you believe an unsafe action is about to occur.

MCLB Albany has one of the most comprehensive and credible mishap prevention programs in the DoD. We have received numerous awards for our command safety program and have earned the prestigious designation as an OSHA Voluntary Protection Program Star worksite. I am committed to continuously improving our safety program to keep MCLB Albany the safest installation in the Marine Corps to work, live, and visit.



MICHAEL J. FITZGERALD  
COLONEL, UNITED STATES MARINE CORPS  
COMMANDING OFFICER  
MARINE CORPS LOGISTICS BASE ALBANY





## AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

1000 K STREET, N.W.  
WASHINGTON, D.C. 20004

Local 1000  
1000 K Street, N.W.  
Washington, D.C. 20004

Phone: (202) 462-1000  
Fax: (202) 462-1001



1000 K Street, N.W.  
Washington, D.C. 20004  
Phone: (202) 462-1000  
Fax: (202) 462-1001

AFGE 1000

From: Robert F. Bragg, President  
To: Council James C. Carroll, Jr., Commanding Officer

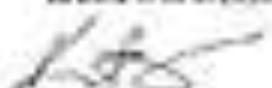
Re: SUPPORTING DURING DOWNS LOCKETS BASE ALARMS VOLUNTARY  
PARTICIPATION PROGRAMS (VPP) PARTICIPATION

The American Federation of Government Employees (AFGE) Local 1000 is committed to ensuring the safety, health, and well-being of the AFGE Alaska members. We encourage all employees to take responsibility for their personal safety and the safety of fellow employees. In taking our commitment to safety seriously, we are pleased and fortunate to see our member's willingness to take the time to participate in safety programs. There is perhaps no better way to ensure the safety and health of our employees.

We have developed the many benefits of VPP. Specifically, the direct reduction of costs of OSHA in Calendar Year 2010 compared to Calendar Year 2009. In addition to the reduced injury rates and workers' compensation cost reduction, VPP has given the employees a way to take time to ensure the safety of the employee and encourage in-house activities to ensure the safety of the employee. The employees have taken the opportunity to participate with management, increase employee morale, and enhance productivity. The AFGE Local 1000 will do whatever it takes to ensure your commitment to ensuring a culture of continuous improvement in our safety, health, and well-being.

To demonstrate the value we place in ensuring the safety and health of our members, AFGE Local 1000 agrees to meet and safety at our request to VPP as a condition of our membership. To do so, we will continue our strong professional relationship and continue our common goal. Supporting this agreement, we the members of AFGE Local 1000, do hereby agree to support VPP should the program ever become available to all employees in the future.

In conclusion, AFGE Local 1000 is proud to pledge to all employees a safe and healthy work environment. We are proud to support and encourage all our members to participate in the safety programs that help protect our employees, the institution, the public, and the local community.

  
ROBERT F. BRAGG, PRESIDENT



U.S. Department of Labor

Assistant Secretary for  
Occupational Safety and Health  
Washington, D.C. 20210



FEB 10 2015

Colonel Donald J. Davis  
Commanding Officer  
Marine Corps Logistics Base Albany  
814 Radford Boulevard  
Albany, Georgia 31704

Dear Colonel Davis:

I am pleased to inform you that the Occupational Safety and Health Administration (OSHA) has approved your participation in the Star Voluntary Protection Program (VPP). Please accept my congratulations on this noteworthy achievement. You have joined an elite group of organizations that provide exemplary occupational safety and health protection and serve as models for others. Important VPP information and a copy of the VPP Onsite Evaluation Report recommending your approval are enclosed.

Your qualification for OSHA's premiere recognition program is a testament to the efforts you and your employees have made to develop and implement VPP-quality safety and health management programs. OSHA has learned that this approach to worker protection can save lives, reduce injuries and illnesses, and promote cooperation and communication in the workplace. We encourage you to educate and mentor others in the benefits of effectively managing worker safety and health.

On behalf of OSHA, I extend my thanks to you and your employees for your commitment to excellence, the VPP, and the principle of continuous improvement. I look forward to hearing about your ongoing safety and health endeavors and successes.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Michaels", is written over the typed name.

David Michaels, PhD, MPH

Enclosures

cc: John Distefano, American Federation of Government Employees, Local 2317





# Job Safety and Health IT'S THE LAW!

## All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**

## Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)

By Standard Number (/laws-regs/regulations/standardnumber) / 1910.95 - Occupational noise exposure.

- 
- **Part Number:** 1910
  - **Part Number Title:** Occupational Safety and Health Standards
  - **Subpart:** 1910 Subpart G
  - **Subpart Title:** Occupational Health and Environmental Control
  - **Standard Number:** 1910.95 (/laws-regs/interlinking/standards/1910.95)
  - **Title:** Occupational noise exposure.
  - **Appendix:**
    - A (/laws-regs/regulations/standardnumber/1910/1910.95AppA);
    - B (/laws-regs/regulations/standardnumber/1910/1910.95AppB);
    - C (/laws-regs/regulations/standardnumber/1910/1910.95AppC);
    - D (/laws-regs/regulations/standardnumber/1910/1910.95AppD);
    - E (/laws-regs/regulations/standardnumber/1910/1910.95AppE);
    - F (/laws-regs/regulations/standardnumber/1910/1910.95AppF);
    - G (/laws-regs/regulations/standardnumber/1910/1910.95AppG);
    - H (/laws-regs/regulations/standardnumber/1910/1910.95AppH);
    - I (/laws-regs/regulations/standardnumber/1910/1910.95AppI)
  - **GPO Source:** e-CFR ([https://www.ecfr.gov/cgi-bin/text-idx?SID=65b279ee2e7530009034c1f152d451e5&tpl=/ecfrbrowse/Title29/29tab\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=65b279ee2e7530009034c1f152d451e5&tpl=/ecfrbrowse/Title29/29tab_02.tpl))
- 

1910.95(a) (/laws-regs/interlinking/standards/1910.95(a))

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table G-16 when measured on the A scale of a standard sound level meter at slow response. When noise levels are determined by octave band analysis, the equivalent A-weighted sound level may be determined as follows:

# What A Federal Employee Should Do When Injured At Work



## Report to Supervisor

Every job-related injury should be reported as soon as possible to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

## Obtain Medical Care

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500/HCFA-1500 to the provider you select. The form OWCP-1500/HCFA 1500 is the billing form physicians must use to submit bills to OWCP. Hospitals and pharmacies may use their own billing forms. On occupational disease claims form CA-16 may not be issued without prior approval from OWCP.

## File Written Notice

In traumatic injuries, complete the employee's portion of Form CA-1. Obtain the form from your employing agency, complete and turn it in to your supervisor as soon as possible, but not later than 30 days following the injury. For occupational disease, use form CA-2 instead of form CA-1. For more detailed information carefully read the "Benefits ..." and "Instructions ..." sheets which are attached to the Forms CA-1 and CA-2.

## Obtain Receipt of Notice

A "Receipt" of Notice of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. If it is not returned to you, ask your supervisor for it.

## Submit Claim For COP/Leave and/or Compensation For Wage Loss

If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. A claim for COP must be submitted no later than 30 days following the injury (the form CA-1 is designed to serve as a claim for continuation of pay). If disabled and claiming COP, submit to your employing agency within 10 work days medical evidence that you sustained a disabling traumatic injury. If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on form CA-7 or use leave. If disabled due to occupational disease, you may claim compensation on form CA-7 or use leave. A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.

The Federal Employees' Compensation Act (FECA) is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death. For additional information about the FECA, read pamphlet CA-11, "When Injured at Work" or Federal Personnel Manual, Chapter 810, Injury Compensation, available from your employing agency. The agency will also give you the address of the OWCP Office which services your area.

## Post on Employees' Bulletin Board

U.S. Department of Labor  
Employment Standards Administration  
Office of Workers' Compensation Programs



U.S. GOVERNMENT PRINTING OFFICE: 1991 5-886-438

Form CA-10  
Rev. Aug. 1987



NEAR MISS REPORT  
MCLBA Form 11401 (8-10)

File Number:

1. I believe a condition or behavior exists which is a safety or health hazard to our personnel or property. I am a:									
Civilian	<input type="checkbox"/>	Military	<input type="checkbox"/>	Employee Representative	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>
2. Does this condition or behavior immediately threaten life or health?								YES	NO
3. Please check the appropriate type of near miss:									
Employee Action or Behavior	<input type="checkbox"/>	Use of Equipment	<input type="checkbox"/>	Workplace Condition	<input type="checkbox"/>	Equipment Defect	<input type="checkbox"/>	Other	<input type="checkbox"/>
4. When did you observe the near miss condition or behavior? Date: Time:									
5. Please specifically identify the building, worksite, or other location where you observed the near miss.									
6. Supervisor (if known) at this location is: and phone number is:									
7. Briefly describe your observation of the condition, behavior, or action you believe is a near miss: (Who was involved, What is the unsafe/unhealthful condition, What unsafe/unhealthful behavior did you observe)									
8. Describe the injury or property damage that could occur if this near miss is not corrected?									
9. Number of employees exposed to or threatened by the condition, behavior, or action:									
10. If known, list any safety or health standard which you believe may apply.									
11. What are your suggestions to correct the unsafe/unhealthful condition or behavior?									
12. Has this near miss been reported to, discussed with, or brought to the attention of a supervisor?									
Yes No									
13. If yes, please give the results, including any efforts by management to correct the condition or behavior.									
14. Name (optional):				Phone number (optional):		Email (optional):			
15. If you are a representative of employees, provide name of your organization.									
This Section for Use by Supervisor, Unit Safety Officer, or RMO Safety Specialist									
Investigation Results and Corrective Actions:									
Notified Person Submitting the Near Miss Report on: Via:									
(Attached relevant correspondence)									
Name:					Date Closed:				
Position:									

# Occupational Safety and Health Protection for Employees of the Marine Corps Logistics Base Albany

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1980 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

## Responsibilities of Your agency

**1. General Requirements**  
The Commanding Officer will furnish MCLB Albany employees, places and conditions of employment that are free from on-the-job safety and health hazards.

**2. OSHA Regulations**  
MCLB Albany will comply with applicable regulations of the Occupational Safety and Health Administration.

**3. Reporting Hazards**  
MCLB Albany will respond to employee reports of hazards in the workplace.

**4. Workplace Inspections**  
MCLB Albany will ensure that each workplace is inspected annually for hazardous conditions. MCLB Albany will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

**5. Correction of Unsafe Conditions**  
MCLB Albany will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

**6. Safety and Protective Equipment**  
MCLB Albany will acquire, maintain and require use of appropriate protective and safety equipment.

**7. Safety and Health Training**  
MCLB Albany will provide occupational safety and health training for employees.

**8. Reporting Accidents, Injuries and Occupational Illnesses**  
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

**9. Safety and Health Committees**  
MCLB Albany will support any safety and health committees that are formed from management and employee representatives.

## Employee Responsibilities

**1. Compliance with Standards**  
Employees shall comply with all OSHA and approved MCLB Albany occupational safety and health standards, policies, and directives.

**2. Safety and Protective Equipment**  
Employees shall use appropriate protective and safety equipment provided by MCLB Albany.

## Rights of Employees and Their Representatives

**1. Participation in Safety and Health Program**  
Employees and their representatives shall have the right to participate in the MCLB Albany Safety and Health Program. Employees shall be authorized official time for these activities.

**2. Access to Records and Documents**  
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; MCLB Albany safety and health policies and directives; accident, injury and illness statistics of MCLB Albany.

## 3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

**4. Freedom from Fear of Retrial**  
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the MCLB Albany Safety and Health Program.

## Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for MCLB Albany is:

Merrill E. Dickinson Jr., MSPH, CHMM  
Installation Safety Manager

The Safety and Health Designee for this workplace is:

DIVISION SAFETY OFFICER  
and may be contacted at

(Telephone and location)

## Further Information

This notice highlights the MCLB Albany employee job safety and health program. More information about the MCLB Albany program or its standards and procedures may be obtained from the workplace Safety and Health Designee.



M. J. FITZGERALD  
Colonel, USMC



THE ANNUAL OSHA 300A  
LOG IS REQUIRED TO BE  
POSTED FROM 01  
FEBRUARY TO 30 APRIL